

MARYLAND STATE DEPARTMENT OF EDUCATION – Office of Child Care
CHILD CARE FACILITY PERSONNEL LIST/STAFF CHANGE FORM

With Applications submitted for Child Care Center Licenses/Letter of Compliances (OCC 1200), and Requests for Continuing Licenses/Letter of Compliances (OCC 672), complete and submit a list of all facility personnel, whether paid or unpaid, including volunteers who work at the facility on a routine basis, to the Office of Child Care (OCC), or as requested by the Office in accordance with COMAR 13A.16 - 18.03.05A.

For staff changes, complete with dates and submit to the Office of Child Care, within **5** working days of **adding or deleting an employee or staff member**. Include updated **OCC 1206 Staffing Pattern**. **If new employee is paid**, ensure that the individual applied for a Criminal Background Check (CBC) on or before the actual date of employment. **As applicable**, within **15** working days of adding a new staff member, submit **OCC Form 1205 Individual Personnel Information** with all required documentation to support the requested position.

Name of Facility: _____ **Telephone #:** _____

Address: _____ **E-Mail Address:** _____

Facility Personnel

√ Box When Reporting Changes →	<input type="checkbox"/> ADD	<input type="checkbox"/> DELETE	<input type="checkbox"/> ADD	<input type="checkbox"/> DELETE	<input type="checkbox"/> ADD	<input type="checkbox"/> DELETE	<input type="checkbox"/> ADD	<input type="checkbox"/> DELETE	<input type="checkbox"/> ADD	<input type="checkbox"/> DELETE
<i>Name of Staff Member</i>										
Requested Position Title * <i>If New Position</i> √ <input type="checkbox"/>										
Date Hired										
Date Applied for CBCs **										
Date OCC 1260 Release of Information Signed										
Date of OCC 1204 Medical										
Date of Staff Orientation										
Date- Emergency Preparedness										
Date- Medication Admin										
Date First Aid Expires										
Date CPR Expires										
Date No Longer Employed										
Date of Dir's Reg. Training										
Date of Aide Orientation										
<i>For OCC Use Only</i>										
Date FBI Received by OCC										
Date State Received by OCC										
Date Release Reviewed										
Date Position Approved										

* **Position Titles:** Operator, Director, Infant-Toddler, Pre-School or, School-age, Teacher, Assistant Teacher, Aide, Food Service Worker, Clerical Worker, Driver, Custodian, Substitute and/or Volunteer, or Other (those who have frequent contact with children in care).

** On or before the first day of actual employment, an employee must apply for a Criminal Background Check.

Signature of Operator or Director

Date

